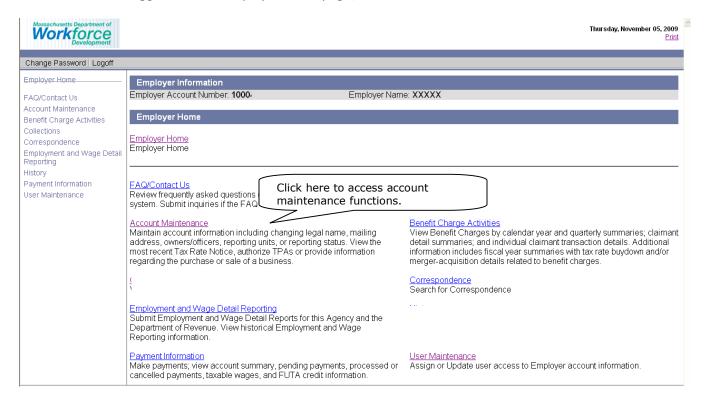
NAVIGATING TO ACCOUNT MAINTENANCE

Introduction

This section of the document will explain how an authorized user can navigate to the Account Maintenance functions.

Step-by-Step Instructions:

1. While logged into the employer home page, click on the link 'Account Maintenance'.



2. The following page will appear, listing the available account maintenance functions. Click on the corresponding link to access a function.

QUEST - Employer User Guide



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Change Password | Logoff

Employer Home

FAQ/Contact Us

Account Maintenance View Employer Account Profile

- Address Information
- Employer AppealsMaintain Employer Name
- ► Maintain Owners/Officers
- Maintain Employer Reporting Units
 • Provide Information on the
- Purchase or Sale of a Business
- Request Worker Status Determination ▶ UI Contribution Rate
- Maintenance
- ▶ Suspend Employer
- ▶ View Rate Notice
- Voluntary Contribution
- ► Third Party Administrator (TPA) Authorization
- View Employer Name Change History

Benefit Charge Activities Collections Correspondence

Employment and Wage Detail Reporting History

Payment Information User Maintenance

Employer Information

Employer Account Number: 100

Employer Name: Employer

Account Maintenance

View Employer Account Profile

View summary profile and history information related to the Employer

Appeal a determination regarding your Employer Account.

Maintain Owners/Officers

View, Add, or Update Owner/Officer information for the Employer

Provide Information on the Purchase or Sale of a Business
Provide information on the sale or acquisition of a business, or on a change of legal entity or business reorganization.

<u>UI Contribution Rate Maintenance</u> Manually Adjust Account Balance or Assign Rate for an Employer.

View Rate Notice

View most recent UI rate notice.

Third Party Administrator (TPA) Authorization

Create new or update existing TPA authorizations to access Employer account information.

Address Information
View or Update address types. Maintain phone numbers and e-mail

Maintain Employer Name
Provide information regarding a change to the legal name of the business entity or change the Doing Business As (DBA) name of the business entity

Maintain Employer Reporting Units

Create and update Employer reporting units

Request Worker Status Determination

Request an employer/employee relationship determination.

Suspend Employer Account

Suspend an Employer Account.

Voluntary Contribution

Submit a voluntary contribution payment to buy down the experience rate of the Employer.

View Employer Name Change History

View historical Employer Doing Business As (DBA) and Legal name change information.

If	Then
You are unable to locate the required maintenance function	You may not have sufficient privileges to perform this function. Contact your system administrator.